

## **Emergency Support Function #6 Mass Care**

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**Emergency Support Function #6  
Mass Care**

**Approval and Implementation**

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This document was developed by Emergency Support Function #6 in accordance with national, state, and local regulations regarding the implementation of this Emergency Support Function. This document follows the National Incident Management System and meets the coordination objectives of local emergency response organizations. By signature, the entities below accept this document as standard practice for prevention, mitigation, preparedness, response, and recovery during emergency operations.

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**Emergency Support Function #6  
Mass Care**

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City of Newark Community and Religious Groups

The Emergency Support Function #6 Coordinator maintains contact information for all Support Agencies, State Support, Private Support, and Volunteer Support.

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## **I. Introduction**

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### **A. Purpose**

The purpose of Emergency Support Function ESF #6, Mass Care (ESF #6), is to coordinate mass care service delivery and provide available City of Newark mass care resources for support of emergency response activities within the City of Newark. Operations executed by ESF #6 include, but are not necessarily limited to, the following:

- Monitor and report situation awareness on the status of mass care related services
- Provide mass care by supplying and distributing shelter, food, emergency medical aid, emergency welfare information, and bulk emergency relief supplies to impacted residents in collaboration with designated support agencies.

### **B. Scope**

This ESF coordinates operations by the City of Newark related to mass care at the time of an emergency. This ESF is an integral component of the *City of Newark Emergency Operations Plan* (EOP) and, as such, is intended to be implemented within the policy and operational framework of the EOP. Operations of ESF #6 are therefore intended to be fully integrated with other activated City of Newark ESFs.

During an emergency that extends beyond the City of Newark jurisdictional boundaries, it could be necessary for ESF #6 to conduct operations in an autonomous manner, working with ESF #6 Committees at the municipal, county, state, and federal levels to: identify needs and problem areas related to mass care; formulate mission assignments addressing those needs or problems; and implement mission assignments. ESF #6 Committee could also work directly with ESF #6 Committees of neighboring jurisdictions within the New Jersey Urban Area Security Initiative (UASI) Region, the New York-New Jersey-Connecticut-Pennsylvania Area Regional Catastrophic Preparedness Grant Program (RCPGP), or within the framework of other memoranda of understanding (MOU), memoranda of agreement (MOA), or charter agreements in the event of large-scale or catastrophic emergencies.

## **II. Policies**

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The policies that govern the operations of this ESF, as well as the prioritization of mission assignments and resource allocation whenever necessary, are the following, in order of priority:

- Conduct or assist in operations necessary to reduce the imminent threat of danger, or support other operations directly intended to prevent or minimize injury or illness to the impacted population
- Support emergency response operations being conducted by other City of Newark ESFs, or by neighboring jurisdictions, when necessary
- Gather situational awareness information in support of emergency response operations
- Support emergency recovery operations being conducted by the City of Newark
- Support emergency preparedness activities being conducted by the City of Newark

### **III. Situation and Assumptions**

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#### **A. Situation**

The activation of this ESF is predicated by an emergency of such severity and magnitude that it requires the resources and capabilities of ESF #6. Identification of the various hazards the City of Newark faces and the likely consequences for emergency operations can be found in the Hazard Assessment, Appendix BPA-1 of the EOP.

For example, Appendix BPA-1 indicates that there are several emergency situations that could require an evacuation of part or all of the City of Newark, resulting in the need for mass care and sheltering. Short term, evacuations could be needed as a result of localized flooding, hazardous materials accidents, fires, or transportation emergencies. Longer term, mass evacuation could be required in the event of hurricanes or an enemy attack.

Three values, i.e., relative risk, consequence category, and level of ESF involvement are shown in the following excerpt from Appendix BPA-1. These three values, taken in combination, provide a means of identifying hazards which may be of greatest concern. For example, a hazard with high consequences and a high level of ESF involvement is most likely to overwhelm local resources. If the relative risk for such a hazard is also high, then it ought to be a priority for planning purposes.

The relative risk is a function of probability, impacts, and advance warning. Details of how these values were developed are indicated in BPA-1.

The consequences of each hazard were categorized as follows:

1. Most severe impacts to property and infrastructure, i.e., services are disrupted and/or structures are damaged, but there are little or no injuries or casualties; a major power outage is an example of this type of catastrophic event.
2. Most severe impacts to people. Low impacts to property and infrastructure, i.e., people and/or animals are affected, but there is little impact on structures or infrastructure; for example, an epidemic affecting a large proportion of the population
3. High impacts to people, property, and infrastructure, people, animals, structures and infrastructure are potentially impacted; widespread flooding over the NJ UASI Region is a relevant example

In addition to this categorization, each hazard was assigned a value regarding the anticipated level of involvement for each ESF. These are as follows:

1. ESF will have limited or no involvement
2. ESF will be main and/or sole focus of response and recovery efforts
3. Coordinated effort will be required between multiple ESFs



In addition, the following information describes current facilities and needs for shelters in the City of Newark:

**Congregate care centers:**

Any of the 17 public high schools in the City of Newark could be used as congregate care shelters in the event of an emergency. Other buildings with a large shelter capacity such as Symphony Hall could also be utilized. Each shelter shall be adequate for about 200 people. Primary shelter capacity is in excess of 2,400.

There are many possible secondary congregate care facilities, including the secondary schools and public buildings. A complete list of City of Newark Schools is included as an appendix to this Annex (see Appendix 6.5). The total capacity of primary and secondary shelter spaces available in the City of Newark is adequate for any type of situation which can be anticipated.

**Shelter space needs:**

The highest total number of shelter spaces that are anticipated during an emergency based upon the City of Newark Hazard Analysis is as follows:

<b>EVENT</b>	<b>SHELTER SPACES NEEDED</b>
Transportation Hazardous Materials (HAZMAT) Emergency	Depends on location, material(s) involved, and severity of the emergency
Fixed Site HAZMAT Emergency	Depends on the location of the facility, the materials involved, and its severity

**Unusable shelters:**

Any of the primary or secondary shelter sites could be rendered unusable due to the location or the nature of the emergency. However, none of the shelters are located in areas subject to flooding.

The public health organization is known as the City of Newark Department of Health and Community Wellness (NDHCW), and is comprised of one Department Director.

**B. Planning Assumptions**

Implementation of this ESF is based on the following general planning assumptions:

[REDACTED]

Implementation of this ESF is also based on the following specific planning assumptions:

[REDACTED]



## **IV. Concept of Operations**

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### **A. General**

This ESF is responsible for meeting the mass care-related needs of the City of Newark emergency response operations to provide mass care by supplying and distributing shelter, food, emergency medical aid, emergency welfare information, and bulk emergency relief supplies to impacted residents. This ESF is activated upon the request of the City of Newark Emergency Operations Center (CNEOC) or Incident Commander (IC), and functions under the supervision and coordination of the DHCW. The designated support agencies provide assistance and resources to the DHCW, upon request. The ESF #6 Coordinator shall then implement mission assignments based on requests from other City of Newark ESFs, field Command Staff, and designated Operations and Logistics Section Liaisons of the Incident Command System (ICS) in the CNEOC funneled through the CNEOC Manager, in accordance with the incident action plan approved by the IC and Policy Group.

In addition to coordination with ESF #6 designated support agencies and as previously stated in the support agencies section, ESF #6 shall interact regularly with other ESFs within the City of Newark. Although interactions with other ESFs shall be scenario based, ESF #6 is most likely to have regular interactions with the following ESFs : ESF #1, ESF #2, ESF #3, ESF #4, ESF #5, ESF #7, ESF #8, ESF #9, ESF#10, ESF #11, ESF #12, ESF #13, ESF #14, and ESF #15 .

Government-owned resources available to implement mission assignments of ESF #6 are identified and catalogued in the New Jersey Resource Directory Database (RDDDB). See Appendix 6.1, Resource Directory Database (RDDDB). The primary and support agencies shall access the RDDDB through the MyNewJersey portal site. MOUs, MOAs, and mutual aid agreements (MAAs) with other jurisdictions are also included as an attachment. See Appendix 6.2, Mutual Aid Agreements.

The following are services that volunteer organizations such as American Red Cross (ARC) or the Salvation Army (SA) have a verbal agreement to provide:

ARC:

- Shelter management
- Mass feeding
- Shelter registration
- Clothing
- Health services
- Crisis counseling
- Referral services
- Alternative shelter services, (i.e., temporary emergency sheltering, food, and clothing vouchers)

SA:

- Canteen services
- Emergency housing
- Missing persons contact
- Emergency feeding
- Emergency transportation
- Counseling (See Appendix 6.2.1, American Red Cross/The Salvation Army Agreements)

See Appendix 6.2, Mutual Aid Agreements.

#### Standard Operating Procedures:

The following are the standard operating procedures (SOPs) that address how the Shelter, Reception and Care (SRC) functions shall accomplish their emergency response:

- The ARC - Reception, feeding, temporary emergency sheltering and client casework
- The SA – Feeding

There are no municipal SOPs. (See Appendix 6.2.1, American Red Cross/The Salvation Army Agreements)

#### Mutual Aid Agreements:

MAAs for the SRC functions, including ARC, SA, etc, are as follows: (See Appendix 6.2.1, American Red Cross/The Salvation Army Agreements)

- The ARC
- The SA

The Director utilizes as SOPs, the guidelines and operating procedures outlined in the *General Assistance State Regulation Manual* and SOPs included but not limited to:

- Food services
- Counseling
- Health related services
- Emergency assistance
- General assistance programs (See Appendix 6.2.1, American Red Cross/The Salvation Army Agreements)

#### Social services mutual aid

At present the City of Newark has no written MAAs for social services activities.

### **B. Notification and Mobilization**

The IC shall be responsible for notifying the DHCW of the need to activate ESF #6, and informing the DHCW on a timeline for activation. DHCW shall notify their agency staff assigned to the ESF and request their deployment to the CNEOC and other pre-designated location. See Appendix 6.4, Pre-Designated Locations, Meeting Points, and Points of Distribution.

In addition, the ESF #6 Coordinator shall notify the support agencies of the ESF activation and, as required by the emergency, request mobilization, and deployment of personnel, and/or resources to pre-assigned locations, or to remain on standby for mobilization and deployment.

Mobilization of personnel by the DHCW shall include, at a minimum, assignment of at least one individual to the CNEOC to staff the ESF #6 position. Depending on the level of activation of the CNEOC and the size of the emergency response operation, this individual could also serve as the representative for other ESFs for which the department is a primary or supporting agency.

Detailed emergency response and CNEOC notification and mobilization procedures can be found in the Base Plan, Section II.C.3, Notifications of the EOP Base Plan.

Private resource providers shall be contacted and advised of the activation of ESF #6 by the ESF #6 Coordinator and requested to mobilize or remain on standby, as required by the emergency.

## **C. Actions**

This section describes the emergency management actions that could be required of ESF #6 to prevent, mitigate against, prepare for, respond to, and recover from the loss of life or property during emergencies.

### **1. Prevention**

The following general prevention actions shall be taken in anticipation of the activation of ESF #6.

- Work with ESF #13 and other intelligence agencies to evaluate and determine the need for heightened inspections, improved surveillance, and security operations of mass care infrastructure.

### **2. Mitigation**

The City of Newark identifies opportunities for, and undertakes, mitigation actions on an ongoing basis as part of the *Essex County, New Jersey Multi-Jurisdictional Hazard Mitigation Plan*. See *Base Plan, Section XII* for information regarding the *Essex County, New Jersey Multi-Jurisdictional Hazard Mitigation Plan*.

### **3. Preparedness**

The following general preparedness actions shall be taken in anticipation of the activation of ESF #6:

- Assess pre-emergency needs and develop plans to stage resources for rapid deployment
- Maintain ESF #6 RDDB to be completed by primary and supporting agencies, and coordinated by the ESF #6 Coordinator
- Maintain private contractor resource support database for ESF #6
- Maintain relationships with New Jersey Office of Emergency Management (NJOEM) and neighboring jurisdiction ESF #6 primary agencies
- Participate in drills and exercises to evaluate emergency response capabilities of ESF #6

#### 4. Response

The following general response actions shall be taken for ESF #6 in the CNEOC:

- Receive a briefing from the IC regarding the present situation and the immediate need for action



- Receive and execute mission assignments from other ESFs and the Command Staff

The following specific response activities shall also be undertaken by the primary and support agencies for ESF #6 related to Mass Care functions:

Direction and control for the SRC shall emanate from the CNEOC. Upon activation, the CNEOC shall support the SRC operations.

Actions to be taken:

- During periods of heightened risk, the SRC Group shall be notified of the impending situation via telephone (i.e., flooding)
- Recalled to determine status for standby for possible deployment to shelters
- Physically recalled to standby at the shelter(s) and to conduct pre-opening inspections and procedures
- Deployed to open the shelters to receive evacuees. The Deputy Emergency Management Coordinator (EMC) or their designee /ARC shall identify which shelters(s) are open and initiate registration procedures. See Appendix 6.3, Shelter, Reception, and Care Recall list.

Direction and control for the SRC Group initially shall emanate from the City of Newark Office of Emergency Management (CNOEM) & Homeland Security.

When the shelter(s) is activated, direction and control shall emanate from the shelter.

If more than one shelter is activated, direction, and control shall emanate from the Deputy EMC or their designee.

Upon activation, the CNEOC shall support the SRC operations. See Appendix 6.5: Shelter List (include location).

The CNOEM is responsible for the verification of the current recall roster for SRC Group. See Appendix 6.5: Shelter List (include location).

- All affected municipal department directors and support agencies shall be required to furnish updated recall lists. See Appendix 6.3, Shelter, Reception, and Care Recall list.
- The CNOEM Deputy Coordinator or their designee shall insure supervisory staffing is available on a 24-hour basis for municipal employees, as well as Board of Education personnel such as principals, school custodians, etc.

- The ARC and SA, as well as the other voluntary groups, shall provide for 24-hour staffing pattern as per their agencies' SOP. See Appendix 6.6, Shelter SOP's. (reports, checklists).

#### Coordination With Other Emergency Groups:

- Normally, the CNOEM is notified by the Deputy EMC or their designee for a need to open an emergency shelter
- The CNOEM shall contact the Superintendent of Schools, the Board of Education, principals, and custodians to be on standby. See Appendix 6.3, Shelter, Reception, and Care Recall list.
- As soon as a decision is made to open an ARC shelter, support groups shall be notified to open and staff the shelter(s). See Appendix 6.3, Shelter, Reception, and Care Recall list.
- The actual opening of the shelter shall be performed by the building custodian. See Appendix 6.3, Shelter, Reception, and Care Recall list.
- Management, reception, and care actions in the shelter shall be performed by the ARC. See Appendix 6.2.1, American Red Cross/The Salvation Army Agreements.
- The CNOEM shall report to the Deputy EMC to coordinate the opening of the shelters
- The CNOEM shall stay in contact with the City of Newark school principal(s) and the ARC
- The CNOEM shall also be in contact with additional shelter custodians, Police, Fire, Emergency Medical Services (EMS), and DHCW personnel. See Appendix 6.3, Shelter, Reception, and Care Recall list.

#### Access To Volunteer Groups

- The CNOEM shall access volunteer groups such as the ARC and the SA to perform shelter services through the activation of the recall roster via telephone. See Appendix 6.3, Shelter, Reception, and Care Recall list.

#### Upgrading of Shelters:

The crisis upgrading of municipal shelter(s) shall be accomplished in the following manner:

- Additional emergency supplies (i.e., food, cots, clothing, blankets, forms) shall be provided by the ARC in accordance with their SOPs

The Department of Engineering shall increase protection factors at shelters by:

- Shielding windows
- Providing sand bags
- Providing embankments

Crisis marking of shelters:

The crisis marking of previously unmarked shelter facilities shall be accomplished by:

- The Department of Engineering shall make ARC shelter signs at the Department of Engineering garages and shall provide for their display
- The ARC shall augment the display of signs with their shelter marking placards. See Appendix 6.2.1, American Red Cross/the Salvation Army Agreements.

Management of reception and care:

The management of reception and care activities shall be performed in the following manner:

- Pre-survey of ARC shelter(s) shall be performed by the ARC and the CNOEM. See Appendix 6.5, Shelter List (include location).
- The opening of the ARC shelter(s) shall be performed by the Deputy EMC or the custodians. See Appendix 6.5: Shelter List. (include location).
- The registration of shelter occupants at the ARC shelter(s) shall be performed by the ARC utilizing their SOPs

Staffing of the municipal shelter(s) shall be performed by:

- School custodian(s)
- CNOEM
- The ARC
- The SA
- Director of DHCW
- City of Newark Fire Division
- City of Newark Police Division
- City of Newark EMS
- City of Newark Municipal employees
- City of Newark Volunteers
- City of Newark Board of Education
- Medical Reserve Corps (MRC)
- Community Emergency Response Team (CERT)

Additional lodging shall be identified by:

- Deputy EMC
- Director of DHCW
- The ARC
- The SA

Feeding shall be performed by:

- The ARC
- The SA
- City of Newark Board of Education

Pertinent information for evacuees shall be accomplished through the utilization of the ARC's SOPs and their forms. Information on evacuees or missing persons shall not be released at the shelters. This information shall be released through the Public Information Office.

Non-emergent health services shall be provided by the DHCW.

The DHCW shall provide sanitary inspectors to check on food handling procedures.

Fire inspections shall be conducted by the Newark Fire Prevention Bureau.

Referral services shall be accomplished by:

- The DHCW, with collaboration from designated support and volunteer agencies.

Crisis counseling shall be provided by:

- The ARC
- The SA

Municipal department directors shall perform those services deemed necessary by the CNOEM. See Appendix 6.2.1, American Red Cross/the Salvation Army Agreements.

Responsibility for In-Place Shelter Protection messaging to general public

- The DHCW is responsible for developing appropriate messaging regarding shelter-in-place protection

Identification of suitable public shelters:

- The CNOEM is responsible for identifying those facilities suitable as public shelters

Coordination of use of shelters:

- The CNOEM is responsible for coordinating the use of expedient shelters where shelters and upgradable shelters are inadequate

Responsibility of shelter needs of access and functional needs groups:

- The CNOEM is responsible for designating potential shelter facilities or reception areas that are government-owned. While the ARC in coordination with CNOEM is responsible for designating government-owned shelter/reception facilities with the shortest commuting distance from the hazardous area for clients, essential workers, and their families. See Appendix 6.7, Access and Functional Needs Annex.

Designation of Fallout Shelter:

- The CNOEM is responsible for designating shelter facilities in the reception area with the shortest commuting distance to the hazardous area for essential workers and their families

Acquisition of additional equipment:

- The CNOEM is responsible for providing acquisition of additional equipment and supplies when needed at shelter sites. See Appendix 6.2.1, American Red Cross/the Salvation Army Agreements.

Assignment of shelter managers:

- The ARC is responsible for assigning trained shelter managers and staff to all facilities during any period of lodging or shelter occupancy. See Appendix 6.2.1, American Red Cross/the Salvation Army Agreements.

Assignment of responsibilities:

- The ARC is responsible for assigning responsibilities (individual and/or organizations) for emergency mass feeding operations. See Appendix 6.2.1, American Red Cross/the Salvation Army Agreements.

Maintenance of Shelter Areas:

- The Health Officer is responsible for the oversight of maintaining shelter areas free from contamination

The DHCW shall not handle inquiries on the status of individuals injured or missing; however, the Department shall assist in compiling information in times of emergency.

\*\*Special note: any inquiry such as missing persons shall be handled by the Emergency Public Information Group (EPIO).

Normally the EPIO Group shall follow the City of Newark Police Division's SOPs on the handling and inquiring of missing persons.

During periods of heightened risk, the DHCW,

- Be notified of impending situation (i.e., flooding) via telephone by the Deputy EMC
- Determine recall standby status of social service personnel. The Director shall notify the social services support groups to place personnel on standby status.
- Activate physical recall. The Director and support group personnel shall be recalled to standby at either the shelter, municipal building, Disaster Assistance Center (DAC), or CNEOC.
- Deploy support personnel to assigned areas. See Appendix 6.8, Social Services Primary and Support Agency List.

Direction and control for the social services group normally emanates from the DHCW.

- When the CNEOC is activated, direction and control shall emanate from the CNEOC
- When the DAC is activated, direction and control shall emanate from the DAC
- The Director of the DHCW shall maintain and verify the recall lists. See Appendix 6.8, Social Services Primary and Support Agency List and Appendix 6.3.



The list shall be updated annually and kept on file in the DHCW Office and the CNOEM.

The Director shall rely on other City of Newark employees and support agencies to augment their staffing on a 24-hour basis.

Depending on the nature and severity of the emergency, staffing patterns shall be developed on a 12-hour schedule shift. See Appendix 6.3.

#### Coordination with Other Agencies:

The Director of the DHCW normally interacts with the following agencies:

- City of Newark Police Division (Initial Notification)
- City of Newark Fire Division
- City of Newark EMS
- ARC Shelter Coordinator

The Director of the DHCW and/or designee shall report to the CNEOC when activated to coordinate social services activities.

#### Coordination of volunteer agencies for social services:

- The Director of the DHCW is responsible for the distribution of food and clothing to disaster victims
- Normally, the Director will contact the Social Services Support Agencies for food and clothing and the Director will facilitate the distribution of such items to their clients. See Appendix 6.8, Social Services Primary and Support Agency List.

However, during large scale operations, the Director shall coordinate with the ARC and the SA and utilize the SOPs of those organizations.

#### Crisis augmentation:

Crisis augmentation of social services personnel shall be derived from the following:

- Volunteers
- Municipal employees

#### Access to volunteer groups:

The Director of the DHCW shall access volunteer groups through the written and verbal MAAs. This is normally accomplished by telephone notification.

#### Access to transportation:

A list of access and functional needs groups is outlined in appendices. See Appendix 6.7, Access and Functional Needs Annex.

The Director of the DHCW is responsible for ensuring that on-site agency clients have access to evacuation transportation in coordination with the Deputy EMC, Evacuation Coordinator (Police Chief), and Shelter Coordinator.

The DHCW has buses to provide for transportation of evacuees who are transportation dependent. See Appendix 6.7, Access and Functional Needs Annex.

In addition, during times of emergency, the following resources are available:

- Municipal-owned vehicles
- School buses and vans

Assistance at shelter/congregate care facilities:

The Director of the DHCW is responsible for ensuring that social service personnel are available to assist at shelter(s) and/or congregate care facilities.

Normally, this shall be accomplished with the assistance of the ARC.

## 5. Recovery

For recovery operations, the organizational structure and method of coordination of this ESF shall remain the same as that used in emergency response operations. As the emergency response transitions into emergency recovery, ESF #6 shall support mission assignments of ESF #14.

## D. Communications

ESF #6 communications protocols and procedures shall be consistent with general emergency response communications protocols and procedures, managed by the Logistics Section in the CNEOC, the primary and supporting agencies of ESF #2, and as outlined in the *EOP Base Plan, Section VI, Communications*. This includes but is not limited to coordination in the development of ICS 205 forms.

The following specific communication protocols and procedures shall also be undertaken by the primary and support agencies for ESF #6 in the event of an emergency:

The Director of the DHCW has a pager, mobile phone, and smart phone.

During times of shelter activation a police officer and/or city employee shall be assigned to the shelter and shall establish communications with the CNEOC via two-way radio and/or telephone.

The Director of the DHCW has communication capabilities (i.e., portable phones) and normally forwards any information to the CNEOC via telephone. In addition, if necessary, an 800 megahertz radio can be supplied to the Director from the Engineering or the Newark Police Division.

Normally, communication is accomplished via the telephone and a two-way radio could be supplied by the City of Newark Department of Public Works or the Newark Police Division. The DHCW communicates with the following Newark agencies:

- Administration
- Police Communications Center
- Fire Division
- The Department of Engineering including the Construction Code Enforcement Office

## **E. Demobilization**

In anticipation for demobilization of ESF #6 and the CNEOC, the DHCW shall take the following actions:

- Review all documentation of ESF #6 operations, expenditures, and personnel time to ensure completeness and accuracy
- Track all ESF #6 mission assignments and ensure their completion
- Prepare information, as necessary, to be used in recovery operations if the continued need for ESF #6 in recovery is anticipated
- Inform the appropriate personnel of the primary and support agencies, as well as private vendor support, of the impending demobilization of ESF #6
- Transmit all documentation to the IC or ESF #5 through the CNEOC Manager and request approval to demobilize
- Demobilize ESF #6, with notification to all necessary organizations and individuals

## **V. Organization and Assignment of Responsibilities**

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### **A. Organization**

The organizational chart shown in the *EOP Base Plan, BPA-5, and NIMS/ICS EOC ESF Structure*, illustrates the position of ESF #6 in the City of Newark emergency response ICS organization.

For sheltering activities the City of Newark has a SRC group (See Appendix 6.3, Shelter, Reception, and Care Recall list) which is comprised of the following:

The SRC Group is composed of authorized representatives for:

- City of Newark Board of Education
- CNOEM
- The ARC of Northern New Jersey
- The DHCW
- Office of Constituent Services for the City of Newark
- The SA
- The Community Relations Division of the City of Newark Fire Division
- Community and religious groups and other volunteer agencies

They are responsible for developing and coordinating a list of shelter locations and personnel. They shall also be responsible for:

- Pre-surveying of shelter spaces
- Physical opening of shelter spaces
- Providing for the reception of evacuees
- Performing reception and care functions. See Appendix 6.2, Mutual Aid Agreements

#### **Primary and Support Agencies**

The primary organizations for the SRC Group within the City of Newark are:

- ARC of Northern New Jersey
- Newark Board of Education
- CNOEM
- DHCW

The support agencies for the SRC Group in the City of Newark are:

- The City of Newark Office of Constituent Services
- The SA
- The ARC of Northern New Jersey provides shelter services. See Appendix 6.2.1, American Red Cross/the Salvation Army Agreements.

Pre-shelter surveys have been conducted by the ARC and the CNOEM.

Jurisdictional departments and employees:

The number of jurisdictional personnel and departments available to provide and assist with the shelter services are:

- Board of Education
  - Superintendent (one)
  - Custodians (11)
- CNOEM
  - Emergency Management Coordinator
  - CNOEM Staff

The Newark Police Division shall assign representatives to assist with the law enforcement functions at the shelters.

The Fire Department shall assign personnel to conduct fire inspections at all shelters.

The EMS shall provide personnel to assist with the EMS functions at the shelters.

The DHCW shall provide human services functions at the shelters.

Municipal offices shall supply personnel (i.e., secretaries) to assist in this operation to augment the municipal services assigned to the shelters. See Appendix 6.3, Shelter, Reception, and Care Recall list.

Voluntary Organizations

- ARC
- SA

Primary social services agencies which provide service to the City of Newark are:

- DHCW
- Essex County Department of Citizen's Services
- New Jersey State Department of Human Services and Economic Assistance. See Appendix 6.8: Social Services Primary and Support Agency List.

Support social services agencies for the City of Newark are:

- SA
- ARC

Employees

- There are 6 full-time employees available to provide social services assistance. See Appendix 6.8: Social Services Primary and Support Agency List.

Volunteer organizations

The services that volunteer organizations have agreed to provide are:

ARC:

- Food
- Clothing
- Counseling
- Shelter
- Referral

#### Special programs

Special programs are incorporated as activities in primary and support agencies. Special programs include but are not limited to housing services general assistance clients, income for general assistance clients, emergency relief for eligible residents of the City of Newark, transportation services through the Division of Social Services for handicapped senior citizens.

#### Assets

The DHCW has direct control over the following:

- Referral system for the SA and other community organizations
- Referral system for community food pantries
- Referral system for shelter services

The DHCW has access to the following:

- Food
- Shelter(s)
- Clothing
- Transportation - clients
- Counseling services
- Communications (ARC)
- Medical and nursing Care
- Household furnishings

## **B. Assignment of Responsibilities**

This section designates the primary and support agencies for implementation of ESF #6.

### **1. ESF #6 Coordinator**

The Health Officer of the DHCW is designated as the ESF #6 Coordinator. The ESF #6 Coordinator responsibilities are as follows:

- Overall coordination of the development of plans, annexes, and procedures for emergency response consistent with ESF #6 and for coordinating implementation in an emergency
- Maintain all ESF attachments, to include checklists and contact lists
- Working with ESF #5 Coordinator, ensure timely updates and maintenance of the ESF #6 related resources in the RDDB

### **2. Primary Agency**

The DHCW is the primary agency for this ESF. Of available City of Newark agencies, the DHCW has the trained technical personnel, resources, facilities, and systems most appropriate for implementing this ESF. The DHCW is specifically designated as the primary agency because of its normal day-to-day responsibilities, facilities, and equipment that support or facilitate the execution of providing mass care by supplying and distributing shelter, food, emergency medical aid, emergency welfare information, and bulk emergency relief supplies to impacted residents. The DHCW responsibilities are as follows:

- Support development of plans, annexes, and procedures for emergency response consistent with ESF #6 and implementation of ESF #6 in an emergency
- Support process for updating and maintaining ESF #6 related resources in the RDDB

### **3. Support Agencies**

- a. CNOEM is designated as a support agency for this ESF because of its interaction and coordinating responsibilities with all the City of Newark ESFs. Additionally, the CNOEM responsibilities include:
  - CNOEM shelter coordinator shall provide for acquisition of additional equipment and supplies when municipal officials have exhausted their supplies

## **City of Newark Board of Education**

Newark Board of Education or Newark Public Schools (NPS) provides the overall operation with numerous shelter sites. Both tier 1 and tier 2 groups are NPS locations. NPS also serves as a backup for feeding the shelters. All NPS sites are capable of preparing food to be eaten on site or delivered to alternate shelter locations.

City of Newark Office of the Business Administrator  
Business Administrators office serves as a liaison between the Office of Emergency Management and City departments and agencies. They support OEM and ensure that shelter sites have everything necessary to operate.

City of Newark EMS  
EMS is provided by University Hospital. Units provide transportation from shelters to hospital when necessary. EMT's also perform triage duties when needed.

City of Newark EPIO  
The Public Information Officer works closely with the Health Educator / Risk Communicator to ensure that appropriate information about shelter operations is disseminated to the public. They are also responsible for working with the media upon arrival.

City of Newark Fire Division  
Newark Fire assists with the activation of shelters which includes connecting backup portable generators to some shelter sites upon activation.

City of Newark Police Division  
Newark PD's main role during shelter operations is to provide security for each shelter upon activation.

All Support Agencies are responsible to provide ESF #6 RDDDB information. In addition, responsibilities of the Support Agencies shall be designated by the ESF #6 Coordinator depending on the nature and conditions related to specific emergencies.

#### 4. Volunteer Support

ARC of Northern New Jersey  
The American Red Cross provides Shelter Managers to all shelter locations that have been deemed Regional Red Cross Shelters. They also provide food when possible during shelter operations.

City of Newark Community Emergency Response Team (CERT)  
CERT provides additional volunteer support for shelters during operations.

City of Newark community and religious groups and other volunteer groups  
Faith based organizations and volunteer groups act as an extension of the first responder community. They have the ability to galvanize a large volunteer base and reach individuals in need. These organizations are in the community and residents are familiar with their scope of services. Both faith based and volunteer agencies have proven to be an asset during emergencies.

In addition to any specific responsibilities listed above, the ESF #6 Coordinator shall request support from volunteer organizations depending on the nature and conditions related to specific



emergencies. Requests for support from volunteer organizations shall be coordinated with ESF #5 and/or the CNOEM Coordinator.

### **C. Emergency Support Function Continuity**

There is a need for a line of succession for the ESF #6 Coordinator in order to ensure continuous leadership, authority, and responsibility. The CNOEM Coordinator and the personnel working within this function shall be kept informed of the line of succession:

Marsha McGowan, Health Officer/Manager, Surveillance & Prevention, City of Newark  
Department of Health & Community Wellness, ESF #6 Coordinator

- 1) Michael Wilson, Chief RHES Manager

When activated, ESF #6 operates from the City of Newark EOC, located at 480 Clinton Avenue, Newark NJ. Alternate locations are as designated in the City of Newark Base Plan Section IV: Direction, Control, and Coordination.

Alternate location for ESF#6 operation is the Public Health Command Center located at the Newark Department of Health 110 William Street Suite 200 Newark, NJ 07102. The ESF#6 Coordinator also has access to a public health mobile command unit that can be activated and stationed where deemed necessary.

## **VI. Information Collection and Dissemination**

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Information collection and dissemination protocols and procedures shall be consistent with general emergency response information collection and dissemination protocols and procedures, managed by the Planning Section within the CNEOC, primary and supporting agencies of ESF #5, and outlined in the EOP Base Plan, Section V, Information Collection and Dissemination.

The following specific information collection and dissemination protocols and procedures shall also be undertaken by the primary and support agencies for ESF #6 in the event of an emergency:

The procedures for obtaining supplies and equipment during an emergency shall be in accordance with the Local Public Contract Law.

Essential records and logs shall be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to ESF #6 shall be forwarded to the CNEMC to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

## **VII. Administration, Finance, Logistics**

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Primary and supporting agencies are responsible for ensuring they have access to the resources necessary to fulfill their responsibilities as described in this ESF. Primary and supporting agencies are expected to provide their own logistical support during response operations and provide reporting to the Logistics and Finance/Administration Sections through the ESF #6 Coordinator. Additional support shall be obtained through requests to the CNEOC Manager by the ESF #6 Coordinator.

In the event that ESF #6 resources are overwhelmed, the ESF #6 Coordinator shall contact the CNEOC Manager who shall request assistance through ESF #5. ESF #5 shall coordinate assistance from NJOEM, Essex County OEM or other agencies via MOU and MOA and notify the IC. Where appropriate, the requests shall be made using Pre-Scripted Mission Requests (PSMRs) located in ESF #5 Appendix 5.10.

All agencies are expected to finance operations and expenditures from their existing budgets. All response agencies shall accurately track and document all expenditures associated with response operations, and provide this information to the ESF #6 Coordinator who shall transmit this information to the Essex County EOC Manager. The Essex County EOC Manager shall then transmit all documentation to the Time Unit in the Finance/Administration Section for the emergency. Financial assistance could be available through Federal Public Assistance and other programs.

## **VIII. Authorities and References**

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### **A. Laws, Ordinances, Regulations, Resolutions, and Directives**

1. Federal
  - a. As cited in the Base Plan
  - b. American Red Cross National Charter
2. State
  - a. As cited in the Base Plan
  - b. N.J.A.C. 5:23: NJ Uniform Construction Code
  - c. N.J.A.C. 5:18 and 18A: NJ Uniform Fire Safety Code
  - d. New Jersey Statutes Annotated 10:82: Public Assistance Manual
  - e. New Jersey Statutes Annotated 18A: Education Laws
  - f. New Jersey Statutes Annotated 24: Food and Drug Laws
  - g. New Jersey Annotated Code 10:85-1.1 - (b. Chapter 1 of Title 44-Poor Revised Statutes) State Law Chapter 8 of Title 44 Revised Statutes
  - h. New Jersey Annotated Code 40A - Municipalities and Counties - Section 5.4 Statutory Audit of Municipality
  - i. New Jersey Annotated Code 44:8-112 - Submission of Fiscal Reports
  - j. Public Law 98-502 - Audit Guidance Standards
  - k. New Jersey Annotated Code 10:82 - Public Assistance Manual
  - l. New Jersey Annotated Code 10:81 - Public Standards Handbook
  - m. New Jersey Annotated Code 10:87 - Food Stamp Manual
  - n. OEM Directive No. 79, Rules & Regulations Citizens Duty to Evacuate
3. County
  - a. As cited in the Base Plan

### **B References, Guidance Material, and Other Documents**

1. Federal
  - a. As cited in the Base Plan
  - b. American Red Cross of Northern New Jersey Standard Operating Procedures
2. State
  - a. As cited in the Base Plan
  - b. New Jersey Office of Emergency Management Shelter/Reception and Care Annex Checklist
  - c. DHSS Catastrophic Feeding Plan (in development)
  - d. New Jersey State Assistance Manual - Guide Regulations
  - e. New Jersey Office of Emergency Management Social Services Annex Checklist 1/90
  - f. New Jersey Directors of Human Services Special Payments Handbook for Aged, Blind and Disabled
  - g. Agreement with the American Red Cross
  - h. Agreement with the Salvation Army

3. County
  - a. As cited in the Base Plan

## **IX. Attachments**

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### **A. Appendices**

Appendix 6.1:	Resource Directory Database (RDDDB)
Appendix 6.2:	Mutual Aid Agreements
Appendix 6.2.1:	American Red Cross/The Salvation Army Agreements
Appendix 6.3:	Shelter, Reception, and Care Recall list
Appendix 6.4:	Pre-Designated Locations, Meeting Points, and Points of Distribution
Appendix 6.5:	Shelter List
Appendix 6.6:	Shelter SOPs
Appendix 6.7:	Access and Functional Needs Annex
Appendix 6.8:	Social Services Primary and Support Agency List
Appendix 6.9:	Nuclear Attack Appendix
Appendix 6.10:	NFS List

Current City of Newark entries for Appendices 6.1-6.10 are available at:

City of Newark, Department of Public Safety  
Office of Emergency Management and Homeland Security Division  
480 Clinton Avenue 3<sup>rd</sup> Fl.  
Newark, New Jersey 07108

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